



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

December 19, 2014

TO: ALL COUNTY IHSS PROGRAM MANAGERS

SUBJECT: CLARIFICATION ON DEADLINES FOR THE SUBMISSION OF
FORMS RELATED TO OVERTIME, WORKWEEK, AND TRAVEL
TIME REQUIREMENTS FOR THE IN-HOME SUPPORTIVE
SERVICES (IHSS) PROGRAM

REFERENCES: ACL 14-76 (October 8, 2014) and Program Managers Letter (dated
October 6, 2014)

In an effort to ensure that county IHSS program staff has adequate time to work with IHSS program recipients to educate them on the new overtime requirements and respond to any concerns or questions brought forward and to provide IHSS providers an opportunity to attend voluntary training addressing these new requirements, the California Department of Social Services (CDSS) is providing further clarification to the counties regarding the submission of the overtime, workweek and travel forms.

- IHSS recipients who are unable to submit the IHSS Program Overtime and Workweek Requirements Recipient Declaration (TEMP 3000) and the IHSS Program Recipient/Provider Workweek Agreement (SOC 2256), if applicable, by December 15, 2014, will not be found ineligible for the IHSS program. Counties shall obtain the TEMP 3000 and, if applicable, the SOC 2256 from each IHSS recipient as soon as administratively feasible, but no later than the next regularly scheduled reassessment. To help alleviate concerns, please let your staff know there are no recipient consequences for late submission of these documents.
- IHSS providers who provide services to multiple recipients and travel between two or more recipients on the same day, but who do not submit their Provider Workweek and Travel Time Agreement (SOC 2255) to the county IHSS office until after January 1, 2015, will be eligible to receive retroactive travel pay for all authorized travel conducted between January 1, 2015, and the submission date of the form. County IHSS staff should work to assist providers who work for multiple recipients and incur travel time to ensure that the SOC 2255 is completed and submitted as soon as possible to avoid potential delays in payments.

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- IHSS providers currently working over 61 hours per week for multiple recipients will continue to be paid, without violation, for these hours during the transition period from January 1, 2015, to March 31, 2015. Counties will assist these recipients in hiring additional providers to ensure that they are receiving all their IHSS authorized hours.

Should you have any questions, please do not hesitate to contact the Policy and Operations Bureau, Provider Policy and Adult Protective Services Unit at (916) 651-5350.

Sincerely,

Original Document Signed By:

HAFIDA HABEK, Chief
Adult Programs Policy and Quality Assurance Branch
Adult Programs Division

c: CWDA